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(CLASSIFICATION)

63-1921

## OFFICE OF THE DIRECTOR

Action Memorandum No. 193Date 11 MAR 1963

TO : Chief, Special Affairs Staff

VIA : Deputy Director (Plans)

SUBJECT : Delinquent Fitness Reports

REFERENCE:

1. You are aware of my interest in the quality of fitness reporting in the Agency and can appreciate, I am sure, that timeliness is a critical consideration. You should be concerned, as I am, that there remain outstanding nine reports, due before the end of 1962, for which you are responsible.

2. Please advise me by 18 March what action you have taken to remove these delinquencies.

(Signed) Marshall S. Carter  
Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

## Distribution:

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SUSPENSE DATE: 5 03 MAR 1963

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